

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY BOARD MEETING**

March 26, 2015

PRESENT: Marvin Rucker, Jessica Nell, Ramon Fierros, Lori Rasmussen, Pat Hickey, Pat Finder-Stone, Larry Epstein, Beth Relich, Barbara Robinson, Lisa Van Donsel, Corrie Campbell.

EXCUSED: Joan Swigert.

ALSO PRESENT: Devon Christianson, Debra Bowers, Christel Giesen, Guadalupe Mercado, Laurie Ropson, Casey Beilke, Tara Palmbach, Shelly Staehler, Angela VanAsten, Diana Brown, Michelle McCauley, Diana Brown.

The meeting was called to order by Chairperson Rucker at 8:35 a.m.

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS.

ADOPTION OF THE AGENDA: Ms. Van Donsel, Ms. Robinson moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF February 26, 2015:

Ms. Hickey requested to add her name to those present on the February 26, 2015 meeting.

Mr. Epstein/ Ms. Relich moved to approve the minutes of the regular meeting of February 26, 2015.

MOTION CARRIED.

COMMENTS FROM THE PUBLIC: Ms. Rasmussen announced that she will post educational information on her social media regarding the proposed budget changes.

Supervisor Campbell thanked everyone that has taken time and effort to be at the recent legislative forums.

Mr. Rucker congratulated and recognized Board member Nell on the wonderful advocacy interviews she has done and for being on the cover of the Press Gazette.

FINANCE REPORT:

A. REVIEW AND APPROVAL OF FINANCE REPORT:

Ms. Bowers thanked everyone for being wonderful advocates for the ADRC. Ms. Bowers referred to the 2015 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of February.

Ms. Relich/ Ms. Hickey moved to approve the Finance Report-Preliminary Year End Report.

MOTION CARRIED.

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS- 2015:

The ADRC did not receive any restricted donations for the month of February.

C. FINAL NET ASSET REPORT:

In the previous Board meeting, the Board requested a clear and easy to read version of the net asset report. Ms. Christianson went over the given Preliminary ADRC Net Asset report and demonstrated the simpler format and how it was applied.

Ms. Christianson reviewed the categories of Net Assets and their definitions. She discussed the ADRC Board Net Asset Policy requiring 25% of the current operating budget be a

target level of funds within the Unrestricted: Unassigned category that is used as working capital for normal operations.

Ms. Christianson reviewed the Unrestricted: Committed funds. ADRC management was able to evaluate the ADRC buildings for updates and upcoming required maintenance projects and shared a Budget Transfer Request that would commit the additional Unrestricted: Unassigned funds for the needed projects. The desired outcomes for those funds include replacing HVAC units, replace the roof for 331 S. Adams St. building, replace boiler, put money aside for potential addition of consumer parking, storage building, energy efficient lighting updates, accessible front door replacement, and the continuation of the Modernization project. Ms. Rasmussen recommended cleaning air ducts; this would be included in the regular maintenance budget.

Ms. Christianson also reviewed the Net Asset Policy as it is applied to returning Brown County Levy to the General Fund. The policy directs the ADRC to return 50% of additions to the ADRC Net Assets each calendar year. The Net Asset Report for 2014 demonstrates the ADRC drew \$159,849 from Net Assets beyond its 2014 budget and will have no additions to Net Assets, hence there will be no funds to returned.

Ms. Rasmussen/ Mr. Epstein moved to approve the budget transfer request from Unrestricted: Unassigned to Unrestricted: Committed net assets in the amount of \$755,040 in the categories listed. **MOTION CARRIED.**

D. EXECUTIVE AND FINANCE COMMITTEE- INVESTMENT POLICY DEVELOPMENT:

In continued discussion of the Unrestricted: Unassigned Net Asset Policy, the report, as currently outlined, demonstrates the ADRC will have \$371,816 beyond the required 25% Net Asset Target. Mr. Epstein suggested that the ADRC identify Emergency Funds to be available for the unexpected such as major repair. Ms. Relich agreed and recommended that we consider an investment strategy of this Emergency Fund. Ms. Christianson responded that the ADRC will explore investment options by consulting with investment professionals and work with the Executive and Finance ADRC Subcommittee before moving forward with any action. If the Board moves forward with this, the Emergency Fund would be moved to Unrestricted: Assigned.

Mr. Rucker expressed the concern that having investments might look like a revenue source and therefore reduce other funding the ADRC currently receives. Ms. Christianson assured the Board that these funds are currently being used in case of an emergency and would continue to serve the same purpose. The board suggested the descriptor of the funds within our Net Asset Report would be best reflected as Emergency Funds: Invested. The Board requested an investment plan after reviewing with investment specialist.

Ms. Hickey/ Ms. Rasmussen moved to assign the \$371,816 available for assignment for Emergency Funds: Invested **MOTION CARRIED.**

Ms. Rasmussen/Ms. Relich moved to approve the 2014 Net Asset Report following the adjustments. **MOTION CARRIED.**

STAFF REPORT: LAURIE ROPSON- QUALITY AND OUTREACH COORDINATOR:

Ms. Ropson reviewed the 2014 Annual Report highlighting the importance of the different programs and Services the ADRC offers. In 2014, there were multiple surveys given to consumers regarding the ADRC, homebound meals, and prevention classes. The highlights of the surveys were that 95% of people would recommend the ADRC, 93% of consumers felt that Homebound Meals helped them stay in their home, and 97% of consumers felt that taking a Stepping On prevention class helped them avoid a fall incident and continue exercises at home. The partnerships and collaborations with the community

have greatly increased in 2014 making it possible to offer many more programs for different populations of Brown County.

DIRECTOR'S REPORT:

A. UPDATE ON ENROLLEMENT COUNSELING:

The ADRC is currently on an eight month journey to enroll everyone currently receiving Brown County Waiver (COP/CIP) onto Family Care and IRIS. Every month there has to be 218 consumers enrolled and 872 consumers enrolled by the 1st of July. At the end of the eight months, or October 1st, the ADRC is required to enroll a total of 1, 538 consumers. As of March 25, the total amount of people enrolled was 187. To help reach our goal there are currently 100 office visits scheduled and e group presentations are scheduled that allow as many people as possible to enroll at once. In March, there were a small team of Information and Assistance Specialist taking on enrollment counseling, but in April all Information and Assistance Specialist will be assigned groups of people to enroll. Ms. Relich suggested asking for consumers email and using that as a way to schedule appointments.

Discussion came up about what a huge decision this is for consumers. Consumers are transitioning with Long Term Care as well as receiving a new case manager in the new programs. They have often has a 20 year relationship with their current case manager and there is fear and uncertainty about the future. The ADRC's goal is to be an understanding, informative professional to smooth the transition for individuals who are struggling with making the change.

B. REVIEW MEETING WITH REPRESENTATIVE JOHN NYGREN:

Representative John Nygren and Robb Kahl will be visiting the ADRC on March 27, 2015. Ms. Christianson reviewed the outline of that day.

C. ADVOCACY EFFORTS:

Ms. Christianson reviewed the current advocacy efforts and thanked the Board for everything they have done. Supervisor Campbell suggested that everyone to contact their representatives so they are aware of everyone's views.

D. 3 YEAR AGING PLAN- PUBLIC INPUT SESSIONS:

Public Listening Sessions will be held in April in Denmark, Pulaski, and at the ADRC. The listening sessions will help the ADRC gather information from the community regarding aging issues. Tim Meyer, a retired UWGB professor with extensive experience in Marketing and Communications will help facilitate the sessions. Ms. Christianson invited and encouraged the Board to join and be a part of the listening sessions.

LEGISLATIVE UPDATES: None.

ANNOUNCEMENTS: Ms. Van Donsel reminded everyone that the MS walk will be on Sunday, April 19. The MS walk helps raise funds for MS research.

NEXT MEETING – The next meeting will be on April 24, 2015 at the ADRC.

ADJOURN: Ms. Relich/Ms. Robinson moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:50 a.m.

Respectfully submitted,
Guadalupe Mercado, Office Assistant